



FENNER CONSERVANCY NATURE DAY CAMP INTERNSHIP

Starting Pay Rate: Unpaid internship (4 positions available)

Schedule: June 11th-August 18th; Monday-Friday; 7:30am-10:30am or 2:30pm-5:30pm; 15 hours per week minimum; additional hours available.

Education and Experience Requirements:

- High school diploma or GED.
- At least one (1) year of college-level course work with a 3.0 GPA. Courses in Primary study areas could include education, recreation, interpretation, environmental science, or biology.
- Previous experience communicating and interacting with children and adults, both individually and in a group setting preferred.
- Fenner Conservancy reserves the right to utilize equivalencies where deemed appropriate with regard to education and experience requirements.

Knowledge, Skills and Abilities Requirements:

- Knowledge of general ecology and outdoor skills such as camping, hiking, or other similar topics.
- Knowledge of the principles and practices of group communication.
- Skill in facilitating groups of children in an outdoor setting.
- Ability to develop promotional materials and interpretive displays.
- Ability to develop interpretive programming.
- Ability to communicate effectively, both verbally and in writing.
- Ability to effectively teach the public about environmental topics.
- Ability to proactively identify tasks that need to be accomplished and work independently to ensure their completion.

Physical Capacity Requirements:

This position requires the ability to walk, speak, hear, lift and carry, finger dexterity, and visual acuity. It also requires the ability to lift 10 pounds with occasional lifting of up to 40 pounds. Reasonable accommodations will be provided, if necessary, for individuals with disabilities who can perform the essential job functions of the assignment.

Environmental Conditions of Position:

The work associated with this position will occur in both the office environment and the outdoor environment in all kinds of weather and in uneven terrain.

Essential Position Functions:

Under the direct supervision of the Program Manager, the Environmental Education Intern will undertake the following responsibilities:

Administrative (95%):

- Development and delivery of environmental education programs for nature day camp participants
- Development and delivery of age-appropriate activities, games, and crafts.
- Assist day camp counselors as needed

Other Duties as Assigned (5%):

- This Position Description does not include all tasks that may be completed in this position. Duties may be added, removed, or modified at any time.

To apply, please submit cover letter that addresses your goals for an internship, along with your résumé and a list of three professional references and their contact information to:

Fenner Conservancy
Attn: Program Manager
2020 E. Mt. Hope Ave.
Lansing, MI 48910

Email: programs@mynaturecenter.org (email submissions are preferred, but not required)

It is the responsibility of the applicant to ensure that all paperwork required for the internship is presented and approved by all required parties prior to starting.